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Library Trustees Minutes 12-13-2005

Robbins Library Board of Trustees
December 13, 2005

Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the November 15th meeting were approved, with corrections, on a motion by Ms. Fennelly; seconded by Mr. Murphy.

Communications

Ms. Ruderman reported that she and Mr. Murphy attended the staff holiday luncheon and enjoyed it very much. Staff was very appreciative of the event.

Director's Report

Board members reviewed the November report. Discussion took place regarding the need to fill the position of Branch Librarian due to the upcoming retirement of Page Lindsay. Trustees congratulated Ms. Loud on the Community Read project being deemed a model program by the MA Board of Library Commissioners. Ms. Ruderman encouraged the director to continue the high quality programs which were associated with this year's project. Solutions were suggested for the cold temperatures at the circulation desk. The "ten favorite books" list has been compiled and posted in the library.

FY07 Budget Update

Ms. Loud has met with the Town Manager. A line item for utilities will be determined by the manager's office for each town building. The requests for restoration of Sunday hours and additional hours for the Technology Librarian and pages were not approved. Other line items, including building maintenance, may also be reduced.

Fundraising

A fundraising solicitation letter to individual donors was mailed on December 2nd. Thirty-two donations have been received thus far, with a dollar value of \$3,160. A question was raised about whether these came from existing or new donors. Ms. Ruderman has been in contact with Attorney Marc Elfman regarding the completion of the 501 (c) (3) filing for the Internal Revenue Service. This should be finished soon. Trustees and Friends of the Library will jointly finalize a decision regarding a database software program for future fundraising efforts and mailings.

Historical Trust Fund Review

Ms. Muldoon and Ellen Porretta compiled a spreadsheet of the history of all the library trust funds, at the behest of the townwide trust fund committee. Ms. Muldoon reviewed this with the Board. The trustees held a preliminary discussion of long-term trust fund planning and fund management. Further discussion will take place at the next meeting. The townwide group will meet again after this.

Collection Development Policy

Ms. Loud distributed copies of the recently completed collection development policy that was written primarily by Nancy Gentile, with input from Ms. Loud. This will replace the existing "Materials Collection Policy". Ms. Fennelly made a motion; seconded by Ms. Deal, to accept the policy, with minor corrections. Passed unanimously.

Author Program

Authors Claire Cook who wrote "Must Love Dogs" and Arthur Golden (Memoirs of a Geisha) were offered as suggestions. The latter lives in Brookline. Ms. Muldoon suggested Annie Sullivan and will find out more information about her and the type of novel that she writes.

Friends of the Library Update

Ms. Diminture reminded the Board that the Friends' fundraiser with the Arlington Friends of the Drama will take place on Thursday, January 26th. A wine and cheese reception will be held at 6:30 PM prior to the 8:00 PM performance of "The Unexpected Guest" by Agatha Christie. Tickets are \$25/person and are available at the circulation desk. The Friends' next book sale is scheduled for Saturday, March 4th, 10AM-3PM in the library's lower level Community Room. Book donations for the sale will be accepted in February. The annual membership meeting/social will be held in April, perhaps with a musical performance. A sub committee is being formed to plan future programs.

Other

Ms. Radochia spoke to Mark Spengler about the proposed lecture series in memory of his mother, Margaret. He seemed enthusiastic and will present the idea to other family members.

Adjournment

The meeting was adjourned at 9:30 PM on a motion by Ms. Fennelly; seconded by Mr. Murphy. The next meeting will take place on January 10, 2006 at 7:15 PM.

Respectfully submitted,

Cynthia Diminture